

Snure Seminars

Public Records

2007 Saturday
Seminars

Public Meetings

Join Clark and Brian Snure for a fun filled Saturday morning to learn all you need to know to manage district records and to properly run your public meetings. Seminar attendees will receive updated versions of Snure Seminars Open Public Records Handbook and Open Public Meetings Handbook.

OPEN PUBLIC RECORDS

Confidentiality and Disclosure
Electronic Record Management
Medical Records/HIPAA
Employee Records
Privacy Rights

OPEN PUBLIC MEETINGS

Meeting Procedures
Executive Sessions
Access to Meetings/ADA
Public Hearings
Motions/Resolutions/Minutes

FOUR CONVENIENT LOCATIONS AND DATES

January 27, 2007 Spokane	March 3, 2007 Marysville	March 17, 2007 Wenatchee	March 31, 2007 Olympia
Red Lion -Inn at the Park W. 303 North River Dr. Hotel Reservations 509-326-8000	Best Western Tulalip Inn 3228 Marine Dr. NE Hotel Reservations 800-481-4804	Red Lion Hotel 1225 N. Wenatchee Ave. Hotel Reservations 509-663-0711	Red Lion Hotel 2300 Evergreen Park Dr. Hotel Reservations 360-943-4000
All Seminars run from 8:30 – 12:30 with check in and Distribution of Materials beginning at 8:00 a.m. (coffee, tea and tasty pastries included!)			

Registration Form		Register by Mail 27423 8 th Ave. S. Des Moines, WA 98198 or Fax: 206-824-9096
<input type="checkbox"/> Spokane-January 27, 2007	<input type="checkbox"/> Wenatchee- March 17, 2007	<u>Registration Fee</u> \$110.00 per person or If 3 or more register \$100.00 per person
<input type="checkbox"/> Marysville-March 3, 2007	<input type="checkbox"/> Olympia- March 31, 2007	\$_____ enclosed
District Name: _____		<input type="checkbox"/> Please Bill District
Please Register the Following: _____ _____ _____		